

Aberdeen Board of Parks and Recreation

Duties of A Chairperson

A program chairperson is responsible for planning and running a recreation council sanctioned activity. This includes:

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| SECTION I | Planning and organizing activity
Objectives of program |
| SECTION II | Maintaining financial records
(controlling money/budgets, income & expenditures) |
| SECTION III | Record keeping (registration)
Responsible for property and facilities at program disposal |
| SECTION IV | Equipment management |
| SECTION V | Maintain control and promote a wholesome recreation
experience for all |
| SECTION VI | Attend recreation council meetings or send a
representative to report on status of program |
| SECTION VII | To avoid conflict of interest, council chairperson may not
be employed as a leader/instructor in same program |

SECTION I PROGRAM OBJECTIVES/ORGANIZATION

The program chairperson/committee should establish objectives to conform to the Aberdeen Board of Parks and Recreation. To achieve this, chairpersons develop rules or guidelines for their program. These guidelines are to be reviewed by the Aberdeen Parks and Recreation and then published. The program should submit their budget to the recreation council annually, showing sources of income and expenditures.

SECTION II MAINTAINING FINANCIAL RECORDS

All programs are self-supporting. All chairpersons need money to run their programs. This money comes from registration fees, donations, sponsorships, fundraising, etc. It is important that funds made available to chairpersons be used wisely and be accounted for accurately since they are considered public funds. No purchases may be made, or expenses incurred, by any program which exceeds the monies available in that program's account. Every program should have a treasurer who will deal with the Aberdeen Board of Parks and Recreation. A treasurer's report will be submitted to all program chairpersons at the monthly recreation council meetings.

SECTION III RECORD KEEPING/REGISTRATION

The Aberdeen Board of Parks and Recreation requires all individuals to register before participating in a program. The chairperson should decide the date, time and place to register. Once this is determined, they need to advertise the registration. This is done through the Aberdeen Board of Parks and Recreation Office. The office will take care of all news releases and flyers concerning program registration. This will require a minimum of six weeks' notice for approval of facility use.

It is recommended that chairpersons recruit others to aid in staffing the registration tables. Many times there is so much going on that it is impossible for one person to adequately handle it all. Remember: the money being submitted with the registration form is the direct responsibility of the chairperson. All funds derived from registration shall be deposited directly in the Aberdeen Board of Parks and Recreation bank account. Please indicate the name of the program on the deposit slip prior to depositing and

return a copy to the recreation council's treasurer for posting. Deposit slips are available in the local Parks and Recreation Office/or from the Treasurer. All checks/cash, etc., are to be deposited within 10 days of registration.

It is important to keep minutes of all meetings.

SECTION IV PROPERTY, FACILITIES AND EQUIPMENT

It is the responsibility of the chairperson to see that facilities and property are used in a safe and controlled manner.

Many programs purchase equipment such as balls, bats, uniforms, nets, flags, etc. Managing equipment is an important responsibility. The cost to replace lost equipment can be very high. Chairpersons should find someone who is willing to be an equipment manager and who will maintain a current inventory.

At the end of each season, programs with equipment should collect all equipment and store it for the next season. It is a good idea to prepare a location to store equipment. To keep track of program equipment, the Aberdeen Board of Parks and Recreation requires that an inventory be kept. The equipment manager should update this inventory annually prior to the start of a program year, whenever items are purchased and at the close of a program year.

SECTION V MAINTAIN CONTROL OF PROGRAM

Recreation programs should be a wholesome experience for all. Programs need to control their fans, coaches, officials, etc. and remember to put "Athletes First Winning Second". If there are problems, notify the area Parks and Recreation staff person.

SECTION VI RECREATION COUNCIL MEETINGS

The Aberdeen Board of Parks and Recreation meets the 2nd Thursday of each month, August through June, at 7:00 p.m. at Aberdeen Senior Center. A representative of your program should attend these meetings to give a report on your program. You will gain an idea of what other programs are

doing, recreation council happenings, and County business. All programs are required to attend four meetings a year.

At the Aberdeen Board of Parks and Recreation meetings you will be required to submit a list of all Chairpersons/ Coaches/ Volunteers/ Board Members and Instructors for Background Checks. The fee for the Background Checks is \$8.50 per background check.

The Aberdeen Board of Parks and Recreation also has an Insurance Fee of \$5.00 per registered participant and a \$5.00 per registered participant for a Participation Fee.

All New Programs are placed on a 1-year probationary period.

SECTION VII CONFLICT OF INTEREST

To avoid a conflict of interest, a program chairperson may not be employed as a paid leader/instructor by the Department of Parks and Recreation nor the Aberdeen Parks and Recreation for the program he or she is chairing.